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INVITATION

January 1, 2011

TO: INDIVIDUALS WITH DISABILITIES, SPECIAL DISABLED VETERANS, DISABLED VETERANS, AND VETERANS OF THE VIETNAM ERA

Our company is subject to the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which require that we take affirmative action to employ and to advance in employment, individuals with disabilities, qualified special disabled veterans, and veterans of the Vietnam Era.

If you are a veteran of the Vietnam Era, please tell us at this time and/or at any time in the future. If you are a qualified special disabled veteran, disabled veteran, or an individual with a disability covered by this Affirmative Action Program, please tell us after a job offer has been made to you. This information will assist us in placing you in an appropriate position and in making reasonable accommodations for your disability. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information you submit will be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of special and/or disabled veterans or individuals with disabilities, and regarding necessary accommodations; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition(s) might require emergency treatment; and (3) Government officials engaged in enforcing laws administered by the DOL-OFCCP, or the Americans with Disabilities Act may be informed.

If you are a special disabled veteran, disabled veteran, a veteran of the Vietnam Era, or an individual with a disability, we would like to include you under our Affirmative Action Program. If you have a disability, it would also assist us if you would tell us about (a) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (b) the reasonable accommodations, we might be able to make which would enable you to perform the essential functions of your job properly and safely, including special equipment, changes in the physical layout of the job, or other reasonable accommodations.

For further information concerning this program, please see one of our hiring officials or our EEO/AAP Coordinator. Additionally, our Affirmative Action Program is available for review during normal business hours from our EEO/AAP Coordinator.

Richard A. Clarke
President